

August 1, 2024

**Adam Cox, General Manager**  
**Indian Valley Community Services District**  
**127 Crescent Street Suite #1**  
**Greenville, CA 95947-0899**

**Subject: Proposal to Engage Funding Services for EPA Community Change Grant**

Dear Mr. Cox:

Arcadis is pleased to present the Indian Valley Community Services District (IVCSD) with the following proposal to provide funding application support services for the development and submission of an EPA Environmental and Climate Justice Community Change Grants program (Community Change Grants).

The EPA has announced a Notice of Funding Opportunity (NOFO) for their Community Change Grants Program, funded through approximately \$2 billion dollars in Inflation Reduction Act (IRA) funds. The program intends to fund environmental and climate justice activities which benefit disadvantaged communities through projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges.

Our proposal and quote represent our understanding of IVCSD's need to develop and submit a highly competitive grant application to the EPA. We believe our successful project funding experience and attention to detail is demonstrated in the proposed scope and deliverables. We appreciate your consideration of our proposal and welcome the opportunity to continue to demonstrate the expertise and dedication of our team.

### **Scope of Services**

The Arcadis National Funding Team shall develop and submit an EPA Community Change Grant application on behalf of the IVCSD for submission to the EPA. The scope of services is comprised of two tasks: Grant Application Development and Respond to Requests for Information (RFIs).

### **Task 1: Project Management and Grant Application Development**

This task covers information gathering, scope and written application development, and budget development necessary for a grant program application. Upon notice-to-proceed, the National Funding Team will schedule a virtual kickoff meeting with the IVCSD. The kick-off meeting will meet with the IVCSD to review the grant application requirements, confirm understanding of the proposed project scope, submit information requests, and go over the schedule for review and submission of a final application package. Following the kickoff, the Team will gather the necessary information for the development of a robust, competitive grant application:

**General Applicant Information:**

Arcadis will gather general applicant information for the project application, including contact information for the application Point of Contact and Authorized Agent, Tax ID numbers, and other agency-specific information as required by the application requirements.

**Project Location and Extent:**

Arcadis will use GIS to develop project location maps required for the application. As needed, the Team will use photographs provided by the IVCS D to more fully develop the grant application, provide context for the probable project cost, and to provide appropriate information for environmental and historic preservation review.

**Application Project Description, Written Scope of Work, and Protection:**

The scope of work included in the application will narrate the project's purpose and the need; the concerns addressed; the benefitting community and geographical extent of the project; and a detailed description of the project's feasibility. In addition, this section will describe the method used to determine the funding requirements and describe the anticipated outcomes. According to these requirements, Arcadis will coordinate with the IVCS D to describe and develop the scope of work to be outlined in the application.

**Project Cost Estimate and Schedule:**

Arcadis will work with the IVCS D to develop and include a line-item budget and schedule for the proposed project. Cost estimates will be developed in accordance with federal and state cost-estimating guidelines. The schedule will reflect the appropriate time needed to complete the proposed project within the context of the grant period of performance deadline. The budget and schedule will be consistent with the project description, the grant program requirements and IVCS D's capacity to implement the project.

**Maps, Photos and Other Supporting Documentation:**

The team will ensure all necessary documentation is provided in support of each project application using checklists and well-organized project folders to safeguard against any potential project application submittal issues. Each application will include documents required by, and/or recommended for inclusion to maximize the project's competitiveness for funding. Arcadis will rely on IVCS D to conduct site assessments to gather photographs, measurements, and to provide a general understanding of site or property configurations, surroundings, and dwellings, buildings, or other built structures.

**Review and Coordination with St. Pete:**

Throughout all phases of the project and application development, IVCS D will be fully integrated to provide comment, feedback, and revisions to ensure a fully transparent and communicative process.

**Quality Review and Application Submission**

The Arcadis National Funding Team will compile all application documentation according to the grant program requirements. Prior to upload and submission, a quality review will be conducted with the IVCS D to confirm client satisfaction of the application contents and make revisions, as necessary. For

final submission, Arcadis will supply the IVCS D with all required forms, for which IVCS D will obtain signatures from the authorized applicant agent.

### **Task 2: Respond to Requests for Information (RFIs)**

After submission, the EPA may send one or more Requests for Information (RFIs) to the applicant. The Funding Team will be available to assist the IVCS D in compiling information and submitting comprehensive responses.

### **SCHEDULE**

<b>Task</b>	<b>Date</b>
Notice To Proceed (NTP)	TBD
Application Kickoff	NTP + 4 days
Provide IVCS D with RFI	NTP + 5 days
IVCS D provides information and data to Arcadis Funding Team	NTP + 10 days
First Review by IVCS D	To be confirmed in consultation with IVCS D
Final Review by IVCS D	To be confirmed in consultation with IVCS D
Target Date for Application upload and submission	To be confirmed in consultation with IVCS D

### **DELIVERABLES**

Project deliverables include one full grant application, and support for RFI responses at the IVCS D discretion.

### **ASSUMPTIONS**

*Arcadis assumes that the IVCS D procurement policy and procedures comply with 2 CR Part 200, Provisions for Non-Federal Entity Contracts Under Federal Award.*

*Arcadis assumes that IVCS D will provide all relevant data and information necessary to develop a robust application within the specified timeframe.*

## FEE PROPOSAL

Arcadis proposes to provide the above scope of services for a not-to-exceed (NTE) fee of **\$38,000**. Arcadis recognizes that this funding application will require a unique level of service, therefore the following table provides a task-level summary of anticipated labor costs. Invoicing will occur on a time and materials basis.

TASK	NTE Cost
Task 1 – Project Management and Grant Application Development	Up to \$30,000
Task 2 – Respond to Requests for Information (RFIs)	Up to \$8,000
<b>TOTAL</b>	<b>Up to \$38,000</b>

*\* Cost per task is an estimate based on anticipated time spent. Actual costs billed will be on a time and materials basis, and will reflect only hours spent on the tasks described above.*

Thank you for the opportunity to submit this scope of professional services. We look forward to working with you on this project. Please contact us if you have any questions.

Sincerely,



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